Career and Technical Education (PlusCTE) Section 4: Update Secondary State Assistance Financial

- 1) Log in to the Iowa Department of Education secure site (edinfo.state.ia.us)
- 2) Select "Career and Technical Education" button from the reports list.



3) Select Section 4 – Note the Due Date for completing this section.

Sections highlighted in red are not complete. Form **Status Due Date** Section 1: 9/1/2012 Not complete Update Program of Study Linkage Section 2: Approved on 1/27/2012 11:18:30 AM 1/31/2012 Update/approve Courses in Program Section 3: Not complete 6/15/2012 Update/approve Students in Program Section 4: Not complete 7/31/2012 Update Secondary State Assistance Financial Section 10: Not complete 6/15/2012 Confirm Next Year's Programs

4) Enter the contact information for the main person responsible for completing this section, then select the "Update Contact" button. This information will be used by Department CTE consultants if questions arise about the district's submission and for developing a contact list for future notifications.

Secondary State Assistance Sort By: School, CIPTitle Select Please enter Contact information and click the Update Contact button Contact Name: Contact Phone: Contact Email:

5) The programs listed (see example on the following page) are those recognized as "approved programs" by the Iowa Department of Education. State approved programs are those for which the <u>district</u> has applied for approval following the process* designated by the Department, have been reviewed by the subject area consultant, and have received approval of the State Board of Education.

Eligible programs are designated by the number "02" within the programs' "I-T-S-O" code. Select the "Edit" button located to the left of the program name to enter information for that program.

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	School	CIP and Codes	Record Status			
Edit	0000	Agriculture, General 5100000000 02 22 32 02	Not Updated			
Edit	0000	Automobile/Automotive Mechanics Technology/Technician. 4706040000 02 22 32 02 0	Not Updated			
Edit	0000	Business/Commerce, General. 5201010000 02 22 32 02 0	Not Updated			

^{*}Guidelines regarding secondary program approval are posted on the Department's website at http://www.educateiowa.gov/index.php?option=com_content&task=view&id=264&Itemid=1429.

- 6) Enter the eligible dollar amounts for the given program.
 - a. "Salaries Reimbursable" includes the total amount of reimbursable salaries (including benefits) for the instructor(s) responsible <u>for the given program.</u>** The reimbursable portion of the salary is limited to the portion dedicated to the listed CTE program. This does not include instructor assignments such as monitoring a study hall or coaching.
 - b. "Travel" includes any CTE program-related travel <u>for the instructor(s)</u>. This includes, but is not limited to, travel for professional conferences that enhance teaching in the CTE area, for Career and Technical Student Organizations, and commuting between sites to deliver course(s).

Once entries for a program have been completed, select the "Update" button. Repeat this process for each of the eligible programs.



Program Offered This Year- Yes

CATEGORY TOTAL

Salaries Reimbursable \$0.00 a.

Travel (Instructors Only) \$0.00 b.

TOTAL \$0.00

Prorate \$0.00

This information last updated: .

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^{**}The total amount requested for an instructor, regardless of the number of programs for which he/she is responsible, cannot exceed the individual's total salary, benefits, and associated travel. If a course is contained in multiple programs, the salary associated with the course should be included only once (or divided accordingly).

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If you have questions regarding this section, contact the CTE Consultant assigned to your region.

Region 1	Mary Ann Adams	515-281-4716	maryann.adams@iowa.gov
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Region 3	Andy Wermes	515-281-8353	andrew.wermes@iowa.gov
Region 4	Pat Thieben	515-281-4707	pat.thieben@iowa.gov
Region 5	Andy Wermes	515-281-8353	andrew.wermes@iowa.gov
Region 6	Dale Gruis	515-419-4006	dale.gruis@iowa.gov
Region 7	Dale Gruis	515-281-4712	dale.gruis@iowa.gov
Region 9	Fidelis Ubadigbo	515-281-3080	fidelis.ubadigbo@iowa.gov
Region 10	Fidelis Ubadigbo	515-281-3080	fidelis.ubadigbo@iowa.gov
Region 11	Kelli Diemer Mary Ann Adams	515-281-3615 515-281-4716	kelli.diemer@iowa.gov maryann.adams@iowa.gov
Region 12	Pat Thieben	515-281-4707	pat.thieben@iowa.gov
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